FREQUENTLY ASKED QUESTIONS
BOOKING OF TRCC THEATRE FOR SYF 2013 REHEARSALS FOR INSTRUMENTAL ENSEMBLES

Q1: Can we book TRCC Theatre for SYF rehearsals?
A1: Yes. The booking hours are in 4-hour blocks of 9am-1pm, 2pm-6pm & 7pm-11pm, minimum 4-hour booking. This timing is to allow for lunch/dinner breaks for the technical crew.

Q2: What are the rental charges for the use of the Theatre?
A2: A 4-hour rehearsal slot will cost $770 on weekdays & $880 on weekends (Sat & Sun), eve of Public Holidays & on Public Holidays. All prices are before GST.

Q3: How do I go about booking the Theatre for SYF rehearsal?
A3: Please call Ms Azizah Rohani or Mr Phang Wai Keong at Tel: 6369 8911. Alternatively, you can email help-trcc@rp.edu.sg to check on the available dates. Upon checking the available dates, hirers are to submit a venue hire request form in order for us to process your booking. We do not make tentative bookings and bookings are not made on a first-come-first-served basis. Your booking will only be confirmed upon receipt of 100% deposit of venue rental & a signed contract.

Q4: Can 2 schools share a 4-hour rehearsal slot?
A4: Yes. 2 schools may share a 4-hour rehearsal slot. However TRCC will only send the Billing to the school that made the booking as we are unable to split the invoice.

Q5: Are we allowed to book the Theatre for 1 hour only?
A5: No. Booking is per 4-hour block.

Q6: Can we book 2 slots of 4 hours for rehearsal?
A6: No. Each school is allowed to book only 4 hours. This is to ensure that all participating schools have a chance to rehearse in the Theatre. Priority will thus be given to schools that do not have a rehearsal slot. Schools that already have a rehearsal slot are encouraged to share the rehearsal hours with their other ensemble groups.

Q7: Can I extend my booking hours on the spot?
A7: We do not allow extension as our bookings are back to back. Hirers are to leave the Theatre at the expiry of their booking hour. In the event if the school is unable to leave promptly, we will have to charge an additional hour at rehearsal rate at $195 and $220 for weekday &
weekend (Sat, Sun, eve of Public Holiday & Public Holiday) respectively (note: all charges are subject to prevailing GST).

Q8: How do we make the deposit payment?
A8: Payment can be made via IFAAS or cheque payable to Republic Polytechnic. For schools that require an e-invoice, please provide us with the Sub-BU.

Q9: What mode is the Theatre in? Is it similar to the actual Central Judging?
A9: The Theatre will be set-up in Concert Mode, which will be in a similar set-up as per the Central Judging. (see attached picture below)

Q10: Can we mic up our instruments?
A10: It is not necessary as the Theatre is set-up as per the guideline approved by MOE.

Q11: Can we request for an audio recording of our rehearsal? Is it chargeable?
A11: Yes, we can help to do an audio recording of your rehearsal using our pre-installed Theatre ambience microphones only. However, you are required to bring ample blank CDs in order for us to do so. This service is provided free of charge.

Q12: Can we request to adjust the lighting levels during our rehearsals?
A12: There is no need to as the lighting levels will be pre-set to that which have been checked and approved by MOE and will be similar to as per Central Judging.

Q13: What is included when we book the Theatre for our rehearsal?
A13: 2 technicians will be provided on site to assist in setting up the musician chairs and stands according to the required layout provided by the school/MOE. Set-up will only commence at the start of your booking hours.

Q14: Are piano & musical instruments provided during the rehearsal?
A14: You may rent our piano for use during your rehearsal. The charges for upright and baby grand piano are $150 & $250 respectively. Prices are inclusive of one tuning and before GST. Other than the piano, schools are to bring their own musical instruments.

Q15: Can schools leave their instruments after rehearsal and collect them the following day?
A15: No, they have to be removed from the Theatre at the expiry of the booking hour.
Q16: Do I have to pay for the use of musician chairs, musician stands?
A16: No. These are provided free of charge, subject to availability.

Q17: Can I commence my rehearsal at the start of my booking?
A17: The Theatre will only be made available to you at the start of your booking time. Hirers are to set aside set-up time (approximately 15-30 minutes) before rehearsal can commence. Similarly, hirers are expected to pack-up and leave the Theatre by the end of the booking hour.

Q18: Where do I enter the Theatre?
A18: Entry into the Theatre will be via the Theatre backstage. Please note that trying to enter into the Theatre from other entrances may delay your rehearsal as the other doors will be locked for security reasons.

The drop-off/pick-up point for performers, teachers, and instructors is at the Reflections Pond. Parking is not allowed here at all times. Please remind the bus drivers not to stop outside the Loading Bay to alight and pick-up the students and teachers. The Loading Bay is situated next to the entrance of the Basement Carpark and on many occasions, the buses caused traffic congestion at this area. Furthermore, it endangers the safety of all concerned.

Q19: Can we consume snacks or packet lunch/dinner box in TRCC?
A19: Yes. You may only consume them at our loading/unloading bay.

Q20: Are RP’s food stalls open during weekday nights & weekends?
A20: The food stalls may not be available during weeknights and weekends.

Q21: Are parents allowed into the Theatre to view the rehearsals?
A21: No. Access into the Theatre is strictly for the school (teachers and student performers) that made the booking.
Theatre in Concert Mode

Location Map
Directional Maps to Drop-Off/Pick-up Point

TO DROP OFF/ PICK UP POINT